

SENIOR EQUIPMENT MECHANIC

DEFINITION

To provide technical and functional supervision over assigned skilled and unskilled personnel in the Fleet Operations Division; to assist in administrative duties of the division; and to perform skilled maintenance and repair of vehicles and equipment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Equipment Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance and repair duties and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all technical aspects of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fleet Operations Manager.

Exercises technical and functional supervision over assigned skilled and unskilled personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Oversees and reviews the work of employees assigned to troubleshoot, overhaul, repair, and maintain heavy and light gasoline and diesel-powered vehicles and equipment; participates in performing routine maintenance and repair work.

Plans, schedules, prioritizes and assigns maintenance and repair work in consultation with Fleet Operations Manager; communicates status of repairs to appropriate personnel in other City departments and divisions, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities.

Inspects and evaluates equipment; estimates time and material requirements; reads and interprets shop manuals and specifications; provides technical assistance to assigned equipment maintenance personnel; reviews and monitors completed work to ensure quality control standards are met.

Performs difficult, technical, and complex equipment repair and maintenance tasks, including locating and diagnosing complex mechanical defects; fabricates special bodies, parts, and essentials as necessary; performs repairs on various types of pumps, motors and valves, gasoline and diesel engines, simple and complex hydraulic systems, various electronic, gasoline and diesel engine controlling devices and systems; circuit boards, switches, and control panels, in addition to other complex electro-mechanical, electro-pneumatic or electro-hydraulic equipment.

Recommends special work required or necessary equipment maintenance; obtains estimates for required services and materials as directed; assists Fleet Operations Manager in evaluating vendors.

Trains employees in work methods, use of tools and equipment, and relevant safety precautions.

Ensures the proper maintenance, repair and storage of all shop tools and equipment.

Ensures a clean and safe work environment for all division employees; recommends corrective action to the Fleet Operations Manager when necessary.

Orders needed supplies; ensures maintenance of an adequate inventory to accomplish assigned jobs.

Keeps required labor, equipment and material records and submits reports as directed; estimates time and costs of repairs and parts; assists in developing budget figures for the division.

Provides input into performance evaluations and disciplinary matters.

Drives vehicles and operates a wide variety of equipment.

Responds to emergency situations as necessary.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles of supervision and training.

Principles and practices of repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment, CAL/OSHA requirements, and other relevant codes and regulations.

Techniques, methods, materials, tools and equipment used in the overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered equipment.

Safe work methods and safety practices pertaining to the work.

Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work.

Basic record keeping principles and procedures.

Basic computer applications, including inventory control and fleet record keeping.

Ability to:

Plan, schedule, assign, and oversee activities of an efficient equipment maintenance program.

Read and comprehend schematics, fabricate special bodies, parts and essentials as necessary.

Identify and implement effective course of action to complete assigned work.

Coordinate work assignments with other divisions and departments.

Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment.

Make extensive repairs of motors, transmissions, differentials, chassis parts, and electrical, fuel, ignition, cooling, steering, hydraulic and air systems, including proper testing and adjustments.

Operate a wide variety of power hand tools in a skillful manner, including cutoff tools, drills, grinders, Mig, Tig welding, stick welding, and gas welding.

Conduct safety inspections and establish safe procedures.

Estimate needed materials and labor and secure sufficient quantities.

Read and interpret instruction manuals and diagrams.

Inspect the work of others and maintain established quality control standards.

Train others in proper and safe work procedures.

Practice safe work habits.

Work effectively without immediate supervision.

Understand, carry out and issue clear oral and written instructions.

Prepare and maintain a variety of accurate records and reports.

Meet the physical requirements of the job.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative and effective relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of journey level work in automotive and heavy equipment maintenance and repair, with broad exposure to a variety of trucks (CCC, EEC-IV, EFI, DDEEC, CELECT, PEEC), diesels, specialized road equipment, and hydraulic systems. Prior lead or supervisory experience is desirable.

Training:

Equivalent to completion of the twelfth grade, supplemented by technical or college level training in the automotive maintenance and repair field.

License or Certificate:

Possession of, or ability to obtain, before the end of the first year of employment:

Valid California Class A Driver's License

ASE master certification in both automobiles and trucks.

TYPICAL WORKING CONDITIONS

On a continuous basis, work indoors; exposed to constant noise, dust, grease, oils and solvents; machinery with moving parts; moving objects or other vehicles; work on slippery or uneven surfaces.

TYPICAL PHYSICAL REQUIREMENTS

On a continuous basis: walk, stand, bend, squat, climb, stoop, kneel, twist and reach when performing installation or repair of equipment; climb flights of stairs and ladders; perform simple power grasping, pushing, pulling and fine manipulation. Regularly lift, carry and work with automotive equipment weighing more than 70 pounds for short periods. Drive a motor vehicle. Periodically, sit while reviewing equipment schematic drawings or diagrams. Analyze and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment. Hear and see with sufficient acuity to identify mechanical issues and identify and locate parts and repair tools/equipment. Hearing and speech to communicate in person and over the telephone. Use keyboard to communicate through written means, to review information and enter/retrieve data; see and read characters on computer screen.

- *Accommodation may be made for some of these physical requirements for otherwise qualified individuals who require and request such accommodation.*

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.